



# Single Touch Payroll

## For employers



## Start reporting checklist

Once your software is Single Touch Payroll (STP)-ready, check you've taken the following steps before sending your first STP pay event report to the ATO. This will help you send your reports successfully.

### 1. Determine who will authorise your STP reports each pay cycle

- Your STP pay event report needs to be authorised before you send it to the ATO or it will fail.
- The person who authorises reports could be you, as the business owner or public officer. You can also choose to authorise someone in your business such as the payroll manager, or a third party, for example a registered tax or BAS agent or payroll provider to send your reports.

### 2. Determine who will send your STP report

- Your business can submit STP reports or you can use a third party to submit them for you.
- If you are a larger business and choose another entity in your economic group to submit the reports (for example, head office), submit a cross entity authorisation nomination form (XEA) appointing the entity, through Access Manager in ATO online services.
- Where a third party sends the reports to the ATO on your behalf, they need to record their registered agent number (RAN) in the STP pay event payload and link this relationship with the ATO against your STP tax role.

### 3. Ask your software provider how your software will connect to the ATO

- If your software connects to the ATO using a software ID, you or your registered agent need to provide it to the ATO.
- You need to provide the software ID of the software that is sending the reports to the ATO
  - if you or your agent is lodging from your software – provide your software ID
  - if your agent is lodging on your behalf through their software – provide their software ID
  - provide the software ID through Access Manager or by phoning ATO on **1300 852 232**.

### 4. Decide who you want us to contact if we have any questions about STP matters

- You need to add a contact for the ATO so we can follow up any queries.
- This person is usually someone who understands your payroll amounts and how it is calculated, and may be the same person who authorises your STP reports (for example, your payroll manager).

### 5. Start STP reporting and check your data was sent correctly

- Ask your software provider how you will know if there are errors in your reports, and how you can locate them in your software to correct.
- To find out more, see [Correcting a pay event report](#).

For a more details, see [ato.gov.au/stpchecklist](https://ato.gov.au/stpchecklist)